

CONFIDENTIAL

ER-S-4818

Approved For Release 2000/05/08 : CIA-RDP78-04718A001100140048-4

MEMORANDUM FOR: Deputy Assistant Director for Personnel

SUBJECT : Logistics Office Survey

1. This report covers the status of the survey of the Logistics Office as of 16 April 1954. Progress reports will be submitted weekly hereafter in order to keep you apprised of the rate of completion and to acquaint you with any problems requiring your attention.

25X1A 2. On Tuesday, 13 April 1954, a meeting was held with the Administrative Officer of the Logistics Office, [REDACTED] 25X1A to ascertain the degree of completion of Phase I and to discuss the timing for getting started on Phase II. Assurance was given by [REDACTED] that work on Phase I would be largely completed on 15 April 1954, which was the deadline date established within Logistics Office for completing the organizational and functional material, and that Phase II (completion of job questionnaires by all employees) could be started anytime on or after that date. In order to provide a period of grace for finishing up last minute details and to allow for the fact that many employees would probably be taking leave over the Easter holiday, it was decided to schedule the beginning of Phase II for Tuesday, 20 April 1954, at which time the first meeting will be held with employees to distribute the job questionnaires and the Handbook "How Your Position is Classified in CIA".

25X1A 3. Meetings with employees will take place on Tuesday, Wednesday, and Thursday of this week. In order to speed up this part of the process, the survey team leader will conduct meetings in the headquarters area on Tuesday and Wednesday, with another member of the survey team, [REDACTED] proceeding to [REDACTED] on Wednesday 25X1A to meet with employees at that location. Final meetings will be held on Thursday morning at the printing plant in Alexandria, with the possibility of an additional meeting at headquarters on Thursday afternoon if needed to accommodate stragglers. In cases where it is not practical to meet with employees directly, such as in the case of the telephone operators and truck drivers, the questionnaires will be distributed through the supervisors. Instructions will be given in all cases that completed questionnaires are to be returned within five days.

4. Material developed by the Logistics Office on organization, functions and revised position listings is to be forwarded as rapidly as completed, and it is expected that most of it will be available to members of the survey team by the end of the week.

Approved For Release 2000/05/08 : CIA-RDP78-04718A001100140048-4

CONFIDENTIAL

2.

5. The study of Logistics Office personnel functions, staffing, and procedures, which will proceed simultaneously with the classification survey, was started on Wednesday, 14 April 1954, at which time a meeting was held with [REDACTED] Personnel Officer, and plans agreed upon for carrying out the study. 25X1A
[REDACTED] who has been assigned from PDS to conduct this study, is now engaged in the fact finding phases of the project.

25X1A

6. There have been no problems encountered to date in the preliminary phases of the survey. Cooperation on the part of the Logistics Office has been excellent, and the rate of progress in completing Phase I, while somewhat tardy, is considered most encouraging.

25X1A

[REDACTED]
Chief, Classification and Wage Division

CONFIDENTIAL